Village of Batavia – Record of RESOLUTIONS

Resolution No. 376 – 26 Passed _____, 2026

Village of Batavia Resolution 376-26
A Resolution Authorizing the Village Administrator to Solicit Qualifications, Proposals, and Enter into An Agreement for Professional Document Destruction Services for the Village of Batavia.

WHEREAS, the Village of Batavia maintains records and documents in the course of conducting municipal business; and

WHEREAS, certain records have reached the end of their approved retention periods and are eligible for destruction in accordance with applicable records retention schedules and Ohio law; and

WHEREAS, the Village Council recognizes the importance of ensuring that records containing confidential, sensitive, personal, financial, personnel, law enforcement, and other protected information are destroyed in a secure and legally compliant manner; and

WHEREAS, the Village desires to engage a qualified contractor experienced in secure document destruction, records disposition, chain-of-custody procedures, and certification of destruction services; and

WHEREAS, Council finds that the retention and secure destruction of records are essential to the efficient administration of Village operations and the protection of confidential information.

NOW, THEREFORE, be it resolved by the Council of the Village of Batavia, Clermont County, Ohio:

SECTION 1. The Village Administrator is hereby authorized and directed to solicit proposals, qualifications, quotations, or other procurement responses from qualified contractors experienced in secure document destruction and records management services.

SECTION 2. The contractor selected shall demonstrate experience in providing secure document destruction services for governmental entities, including, where applicable:

(a) On-site or off-site shredding services;

(b) Secure transportation and handling of records;

(c) Maintenance of chain-of-custody procedures;

(d) Certificates of destruction;

(e) Compliance with applicable federal and state privacy and records management requirements; and

(f) Environmentally responsible recycling and disposal practices.

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SECTION 3. Upon completion of the solicitation process and subject to available appropriations and applicable procurement requirements, the Village Administrator is authorized to negotiate and execute an agreement with the most qualified contractor determined to be in the best interest of the Village.

SECTION 4. Prior to the destruction of any Village records, the Village Administrator, Fiscal Officer, and applicable department heads shall verify that such records are eligible for destruction pursuant to the Village's approved records retention schedule, Ohio law, and any records disposal authorization required by the Ohio History Connection and the Auditor of State of Ohio.

SECTION 5. The Village Administrator, Fiscal Officer, and all other Village officials and employees are hereby authorized to take all actions necessary and proper to carry out the intent of this Resolution.

SECTION 6. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting or meetings of this Council and any of its committees that resulted in such formal action, were in meetings open to the public and in full compliance with all legal requirements, including without limitation, those set forth in Section 121.22 of the Ohio Revised Code.

SECTION 7. That this Resolution shall be effective at the earliest date allowed by law.

ADOPTED: _____

Attest:

_____ _____

Stephen M. Staton, Mayor F. Justin Russell, Fiscal Officer